

# Buyer

## Full Job Description

Express Manufacturing, Inc. provides world-class Electronics Manufacturing Services to OEMs and electronics companies representing a variety of industries. For three decades, EMI has assisted customers to realize the numerous competitive advantages of outsourcing their manufacturing needs. From quick turn to high volume, we enhance our customers' market position with end-to-end manufacturing solutions. EMI's complete service offerings, proven expertise, continued investments in new facilities, and technologies ensure a winning experience from start to finish.

### Position Overview:

The Buyer is responsible for tactical purchasing to the Approved Vendor Listing (AVL). Key functions are to work with approved suppliers, customers, program managers, and stockroom personnel. Focus on minimizing obsolete and low demand inventory, thus maximizing favorable Purchase Price Variance (PPV) and inventory turns. Utilize experience and knowledge to continually drive procurement activity towards lowest total experience cost.

The Purchasing department is a fast-paced environment and requires a high level of organizational skills, efficient use of time, the ability to perform under pressure, managing multiple projects and continually meeting deadlines.

The individual in this position must be organized and keenly aware of changes that happen on a day-to-day basis regarding materials, EMI's due dates, vendor delivery lapses, internal policy decisions with regards to inventory, and work with multiple departments to maximize efficiencies in terms of material flow.

### Essential Duties & Responsibilities:

- Communicates and negotiates with suppliers regarding forecasts, engineering change notices, schedule changes, discrepant material issues, and delivery schedules.

- Identify alternate sources of supply and develop suppliers as required. Support supplier qualification activities, bid and proposal efforts with quotations, cost and lead-time estimates. Monitor Purchase Orders from issuance to receipt.

- Execute material quotation requests for quotes/proposals (RFQ/RFP) by gathering and analyzing cost data, using Excel to summarize analysis. Analyze, compare, and interpret detailed and sometimes vague/incomplete information; make sound and accurate judgements based on previous knowledge through research and qualifying.

- Maintain component purchase price at or below target cost.

- Liaise between suppliers and other departments to resolve price, quality, delivery, and invoice discrepancies.

- Provide constant communication on material status and ongoing issues with Program Managers to ensure materials and services are consistent with the production schedule.

- Manage the planning and expedition of material using available reports/data to assist with meeting the organization's on-time delivery standards.

- Performing other duties as assigned

### QUALIFICATIONS, SKILLS & ABILITIES:

- Experience in Contract Manufacturing and EMS industry desired

- 3+ years purchasing experience procuring electronic and electro-mechanical components, raw materials, and other production supplies.

- Wide Breadth of knowledge regarding electrical components, printed circuit boards, Machined Metal, Sheet Metal fabrication, wire harnesses, plastics, and custom fabricated parts.

- Ability to work independently and within a team, multi-task, and work in a fast-paced environment.

- Excellent organizational skills with ability to prioritize multiple projects and execute accordingly.

- Sense of urgency, ability to manage multiple tasks at once, and follow through.

- Strong attention to detail

- Microsoft Office and Excel computer skills required.